



**USE PERMIT APPLICATION**  
**STORAGE TANK REMOVAL – PAGE 1**

**GENERAL INSTRUCTIONS FOR THE APPLICANT**

- PLEASE READ OVER THIS APPLICATION AND INSTRUCTIONS THOROUGHLY AND FILL OUT COMPLETELY, USING INK OR OTHER PERMANENT MARKER.
- PLEASE PRINT OR TYPE ALL RESPONSES. FORM IS FILLABLE IN ACROBAT.
- SUBMIT THIS APPLICATION TO THE FIRE MARSHAL'S OFFICE AT THE ADDRESS LISTED ABOVE.
- ALLOW 10 BUSINESS DAYS FOR PROCESSING. INSPECTIONS MUST BE SCHEDULED IN ADVANCE OF CLOSURE DATE.

Existing Permit Number (Renewals Only): \_\_\_\_\_  NO CHANGES

This application is for removal of:  Above Ground  Underground  Other: \_\_\_\_\_

This is a:  Permanent removal  Temporary closure

Do you have fuel dispensing?  Yes  No

If Yes, are dispensers being removed  Yes  No

Request In-Place closure?  Yes  No If yes, provide supporting documentation noted in instructions.

Tentative Inspection Date: \_\_\_\_\_ (Subject to weather and other factors)

**Tank Information**

Type	Number	Capacity	Contents

**Fees: \$90.00 for each addressed location. Operational permits are valid for one year.**

Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_

\_\_\_\_\_

Billing Address City State Zip

**USE PERMIT APPLICATION  
STORAGE TANK REMOVAL – PAGE 2**

---

Inspection Property Address if different than billing. Use PIN or Tax Map number if there is no address.

Street Address City State Zip

Property Owner: \_\_\_\_\_

Address City State Zip

Facility receiving removed tank:

Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Billing Address City State Zip

Laboratory conducting soil analysis:

Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Billing Address City State Zip

Name of person making application:

\_\_\_\_\_ Telephone: \_\_\_\_\_ Emergency Telephone: \_\_\_\_\_  
Print full name

I, \_\_\_\_\_ hereby accept full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the Loudoun County Fire Prevention Code pertaining to the above application.

Please return this application with check or money order payable to the County of Loudoun.

Only application pages need to be returned. The instructions page is only to assist the applicant and provide general guidance.

## **Instructions**

**This application is to be used for the removal of Above (AST) and Below (UST) ground storage tanks used for storing flammable or combustible liquids. Multiple tanks in a common pit are covered under a single permit.**

**If you are renewing an existing permit, enter the number in the space provided.**

**Provide the business name and ‘Doing Business As’ name if it is different. Often a business uses a corporate name that is different from the name on the location. If the inspection location is different from the billing office, enter it in the space provided. Parcel Identification Number (PIN) or Tax Map number may be used where there is no address for vacant land.**

**Provide the landowner information, where the tank will go and the laboratory information in the spaces provided.**

**Make sure to provide the name and contact information for the person filling out the application. The application with a check or money order payable to ‘County of Loudoun’ should be mailed to the address shown on the application. We are not equipped to accept cash or credit/debit cards at this time.**

**Once the permit is processed an inspection will be scheduled. It is important that you provide the proposed removal date. Common items we look for are:**

- **Fire extinguishers are present. No Smoking signs posted.**
- **Spoil piles are on plastic and protected to prevent runoff.**
- **Soil samples are collected from spoil pile and from under each tank. Multiple samples may be required based on size of tank(s).**
- **Obvious signs of leakage.**

**Excavations may be backfilled with the express understanding that they may have to be re-opened at the owner’s expense for remediation based on the laboratory report.**

**In-place closures are only considered in cases where excavation will cause structural damage. Supporting documentation must be provided with the application.**

**This list covers the most common items related to these operations. Not all of these items apply to every location, and some have additional specific requirements. If you have questions related to a specific use or operation, please contact the Fire Marshal’s Office for additional assistance.**